

Applications are invited for the post of Company Secretary

City & Industrial Development Corporation of Maharashtra Ltd. (CIDCO) a Govt. of Maharashtra undertaking - intends to fill up the post of Company Secretary on its establishment by direct recruitment

A) Post & Pay Scale :-

1. **Company Secretary:-** 01 Post UR
2. **Pay Scale:-** Level S-27 of Pay Matrix (Rs. 1,18,500-2,14,100/-)

B) Eligibility Criteria:-

Educational qualification	Professional Qualification	Experience	Age Limit	Mode of Recruitment	Pay Scale
Graduate in any discipline with L.L.B.	The candidate should be associate or fellow member of the institute of company secretaries of India Established and incorporated under the Companies secretaries Act 1956	The candidate should have exp. of about 5 years in a large /medium sized company preferably in areas of laws of lease and MRTP Act- 1966. The candidate is expected to have mastery in secretarial job.	Not more than 47	By direct recruitment	S-27, of Pay Matrix (Rs. 1,18,500-2,14,100/-)

General Conditions-

1. Age, Qualification and Experience as on 31.03.2023 will be considered valid.
2. He/She should be the domicile of Maharashtra.
3. Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
4. The experience certificate of only full time work will be considered.

5. The persons already in service of Government Department, /State or Central PSU, Govt. Undertaking/ Utilities, Civic Body, Autonomous/Statutory Body should submit their Application **through proper channel**. In such cases if application reaches to CIDCO after the closing date, it will not be considered even though the Applicant had submitted the Application to his present employer before the closing date. In such situation, Application marked as "Advance copy" should be sent to CIDCO at the address mentioned below directly, well in time and the regular copy should be routed through the present employer. However it is mandatory to produce the Original No Objection Certificate at the time of interview.
6. Candidate should have knowledge of Marathi language. (Candidate should submit 10th / S.S.C. Examination certificate.). Otherwise he/she has to pass Marathi examination as per Govt. of Maharashtra Notification MBHAP-1087/14/CR-2/87/20 Dt.30.12.1987.
7. As per Rule 4 "A" of the Government Notification No.SRV-2000/CR (17/2000)/twelve, dated 28th March, 2005, the Candidate should produce/submit an affidavit of having a small family (Format enclosed).
8. The candidates should submit the documents in order mentioned below-
 - a. Duly filled application form (Format enclosed) addressed to
Manager (Personnel),
CIDCO Ltd.,
CIDCO Bhavan, 2nd floor,
CBD Belapur, Navi Mumbai 400 614
 - b. Self attested copy of 10th / SSC mark sheet and passing certificate.
 - c. Self attested copy of 12th /HSC mark sheet and passing certificate.
 - d. Self attested copy of School Leaving/ Transfer certificate/Birth certificate.
 - e. Self attested copy of Graduation mark sheet and Degree certificate
 - f. Self attested copy of Certificate of CS
 - g. Experience certificate/s.
 - h. No Objection Certificate from the current Employer.
 - i. Self attested copy of Aadhaar Card and PAN card
 - j. Self attested copy of Nationality, Age & Domicile certificate
 - k. Other supporting documents related to qualification, experience, if any.
 - l. Small Family affidavit (Format enclosed)

Candidate should submit all the above mentioned documents in closed/sealed envelope addressing to the Manager (Personnel) mentioning the subject 'Application for the post of Company Secretary' on the below mentioned address.
9. The recruitment in CIDCO Ltd. is done strictly as per merit in a systemic way giving appropriate weightage to various parameters as decided by Management.

10. If any false/incorrect/improper/invalid document/s, information/s furnished by the candidate is detected at any stage of recruitment process and thereafter, his/her candidature will be cancelled.
11. The mobile number and e-mail ID mentioned in the application form should not be changed and should be in operation till the finalization of recruitment process.
12. Candidate will not be eligible for the appointment if he/she is punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she is facing police inquiry/outstanding court matter or punishment if any. In such cases selected candidate must submit NOC from the police department at the time of appointment.
13. CIDCO reserves rights to postpone or cancel the entire recruitment process without giving any notice at any time.
14. Selected candidate will have to work at any place within State of Maharashtra or elsewhere at Project places. Candidate will have to reach at work place at his/her own cost as decided by the Management.
15. Candidate will have to produce the Character certificate from Police Department within a period of six months from the date of joining the Corporation, failing which his/her services will be terminated without assigning any reason.
16. Candidates must remain present with their own expenses for the entire recruitment process. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.
17. Candidates must be alert from the assurance of job opportunity from any Mediator/ Persons who claim to be belonging to CIDCO.
18. All official communication regarding this recruitment shall be displayed on CIDCO's official website www.cidco.maharashtra.gov.in only.
19. The candidate must produce all the original documents at the time of document verification/interview. Failure of the same shall result in cancellation of candidature.
20. If the candidate knowingly or willfully furnished incorrect or false particulars or suppress material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Corporation's service without any notice or assigning any reason whatsoever.

21. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
22. The candidate has to undergo a medical examination and should be found physically fit and mentally sound to carry out the duties of the post of Company Secretary.
23. The Application in the prescribed format with the required documents must reach to the address mentioned below **on or before 16 June, 2023** closing hours (5.30 pm). Applications will not be received/considered after closing hours in any condition. Applications which are not submitted in the format mentioned shall be rejected.
24. CIDCO shall not be responsible for any delay in receipt or loss in postal/courier/by hand transit of any Application from the applicant.
25. All further details pertaining to Recruitment process will only be published on CIDCO's website www.cidco.maharashtra.gov.in from time to time. **The duly filled applications should be addressed to :**
 - Manager (Personnel),
 - CIDCO Ltd.,
 - CIDCO Bhavan, 2nd floor,
 - CBD Belapur, Navi Mumbai 400 614
 - Ph: 022 6791 8249

City and Industrial Development Corporation of Maharashtra Ltd.

(A Government of Maharashtra Undertaking)

Application form for the post of Company Secretary

Recent
passport sized
photograph

1. Personal details

Full Name	Surname	First Name	Middle Name
Address for correspondence			
Permanent Address			
District		Pin code	
Mobile No.		Mail Id	
Date of Birth		Age	
Domicile of Maharashtra	Yes/No	Category	Open/SC/ST/VJ(A)/ NT(B)/NT(C) /NT (D)/OBC/EWS/SBC
Caste Certificate No.		Caste Validity No.	
Whether you are CIDCO Employee or not	Yes/No	If Yes, Employee No.	
Gender	M/F	Marital Status	Married/ Unmarried
Are you Ex-Serviceman	Yes/No	Are you ward of Freedom Fighter	Yes/No
Whether Physically Disabled person	Yes/No		

2. Educational details

Sr. No.	Course Name	Specialization	Percentage
1	SSC		
2	HSC		
3	Diploma		
4	Graduation (Degree)		
5	L.L.B.		
5	Post-Graduation		
6	Any other Professional Qualification		
7	Any other Qualification		

3. Employment Details

Name of Employer 1		Designation	
From date		To date	
Nature of duties performed		Type Industry	
Reason for leaving		Total experience in Months	

Name of Employer 2		Designation	
From date		To date	
Nature of duties performed		Type Industry	
Reason for leaving		Total experience in Months	

Name of Employer 3		Designation	
From date		To date	
Nature of duties performed		Type Industry	
Reason for leaving		Total experience in Months	

Name of Employer 4		Designation	
From date		To date	
Nature of duties performed		Type Industry	
Reason for leaving		Total experience in Months	

Name of Employer 5		Designation	
From date		To date	
Nature of duties performed		Type Industry	
Reason for leaving		Total experience in Months	

Name of Employer 6		Designation	
From date		To date	
Nature of duties performed		Type Industry	
Reason for leaving		Total experience in Months	

Name of Employer 7		Designation	
From date		To date	
Nature of duties performed		Type Industry	
Reason for leaving		Total experience in Months	

4. Other details

Are you associate or fellow member of the institute of company secretaries of India Established and incorporated under the Companies secretaries Act 1956?	Yes/No
Do you have NOC from present Employer	Yes/No
Mention the details, if Candidate is facing police inquiry/outstanding court matter or punishment if any	

5. Whether completed any Training course, Certifications, Professional accreditations etc.,-

Sr. No.	Name of Training course, Certification, Professional accreditations, etc.	Duration of course	Year/Month of completion
1	MS-CIT/Computer Knowledge Certificate as per GR dated 04.02.2013 (शासन निर्णय क्रमांक : मातसं 2012 प्र.क्र.277/39)		

6. Languages known

Language	Read	Speak	Write
Marathi			
English			
Hindi			
Other,_____			
Other,_____			

7. Is there any of your relatives working in this Corporation _____
If yes, please state the name and relationship _____

8. Brief record of extracurricular activities (sports, hobbies etc.) _____

9. Please name three references who are not your relatives and who can certify about your work and Conduct –

Sr. No.	Name	Occupation	Contact Number and Email ID	Years Known

DECLARATION

1. I solemnly declare that all the particulars furnished in this application are true and correct to the best of my knowledge and belief. I clearly understand that any misstatement of fact contained herein or willful concealment of any material fact will render me liable to appropriate action as may be decided by the Corporation.

Place _____ Date _____ Signature _____

DECLARATION

FORM – A

(See Rule 4)

I, Shri /Smt. /..... son/ daughter/ wife of
Shri....., agedyears, resident of.....
.....do hereby declare as follows :-

1. That I have filled my application for the post of
2. I have (Number) living children as on today. Out of which No. of children born after 25th March, 2005 is (mention date of birth, if any).
3. I am aware that, if any total numbers of living children are more than two due to the children born after 25th March, 2005, I am liable to be disqualified for the same post.

Place _____ Date _____ Signature _____